

13 February 1985

MEMORANDUM FOR: OTE Curriculum Committee

FROM:

[REDACTED]

25X1

Chief, Intelligence Training

SUBJECT: Administration of Executive Order 12333 Course

1. Based on a conversation held between the Chief of the Professional Development Branch (PDB) and the Office of General Counsel (OGC), we have reached an agreement for the future administration of the course entitled Guidelines for Executive Order 12333.

2. The Office of Training and Education's Registrations Branch will continue to handle registrations for the course, including confirming registrations, developing a roster of students, publishing course dates in the schedule of courses, and updating employee training records.

3. PDB will provide the administrative briefing for the scheduled training in March, but thereafter OGC will take over this activity. OGC will make the necessary arrangements for classroom scheduling [REDACTED] at Headquarters or Chamber of Commerce Building. 25X1

4. OGC expressed some concern over absorbing costs of the course. But, when advised that the only costs incurred were for transportation [REDACTED] which were billed to offices of the participating students, OGC withdrew their final reservation. 25X1

5. After the March running, PDB will have no further responsibilities for the course. C/PDB, with the concurrence of the Curriculum Committee, will write a memorandum to OGC confirming these arrangements.

[REDACTED]

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